

TOWN OF WILTON  
SELECTMEN'S MINUTES

Date: November 23, 2015  
Time: 6:30 P.M.  
Place: Town Office  
Present: Chairman Richard E. Swanson, Selectmen William F. Condra and Kermit R. Williams.  
Recording Secretary Pamela Atwood.

The meeting was called to order at 6:30 P.M. by Chairman Swanson.

First on the agenda was Heritage Commission Chairman Stanley Young to present his 2016 budget. He is increasing his budget for 2016 because for the last two years the Commission has overspent the budget amount with the over expenditure being covered through private funds. He was very upset when the Budget Committee tried to reduce his budget in a previous year. It since got increased to \$700 but Stanley explained that the brochures cost \$3,000 not including all the administrative time to create it. He was fortunate to find someone to fund it for them. Chairman Swanson spoke highly of the brochure calling it a labor of love, saying that it has value. Selectman Williams agreed. After further discussion about the work of the Heritage Commission, the Selectmen stated that they supported the budget Stanley presented. Stanley thanked the Board.

**Public Comment:**

Jeff Stone had a question on behalf of the Conservation Commission. He asked what the Town policy was regarding letterhead for committees. He stated that he did not use letterhead for his most recent letter but he would like to have as it would have looked more official. Selectman Williams thinks that's legitimate. The Selectmen discussed the topic and agreed that the Conservation Commission is an official Town committee and they should have their own letterhead. They instructed Jeff to make it clear that the letter is from the Conservation Commission and that it is ok to use the Town Seal as part of the design.

Next Jeff asked who has the right-of-way at the intersection of Main Street, Island Street, and Forest Road. He wondered if there would be a benefit to having a yield sign at one of those places. Police Chief Brent Hautanen was in the audience so the Board asked for his opinion. He stated that Island Street and Forest Road are State roads so the State would have to be contacted regarding adding signage. The Chief stated that to his knowledge it has never been assigned who has the right-of-way at that intersection and he cannot find a law that says one way or another. When the temporary traffic lights were there that seemed to be the best solution ever. Selectman Williams talked about the Safe Routes to Schools Grant. This grant money would allow us to do traffic analysis on areas, and this would be one we could justify. Chairman Swanson likes that it could be rolled into the Safe Routes to Schools Grant and he asked the Chief to take that on.

Next, Chairman Swanson asked the audience if anyone objected to switching agenda items around to discuss the Town Administrator Study Committee findings. There were no objections.

The following committee members were present for the discussion: Tom Schultz, Harry Dailey, Cary Hughes, Jackie Kahle, Brent Hautanen, Carol Roberts, and Kermit Williams (Chairman of the committee). Kermit thanked committee; he stated that they were a very engaged committee, and they made the process work. He singled out Jackie Kahle who was the citizen member of the group, saying she gave the benefit of her corporate experience. He told how the committee met several times and looked at job descriptions

and documents from other towns. A majority of the towns have a Town Administrator (101 vs 51). A Town Administrator is the most preferred method for towns our size.

There was a discussion about the meeting the Committee had with Town Administrator Tad Putney from Brookline. The Committee distributed a sample job description, a pro's and con's list, and a work flow chart for the new position. Kermit stated that the Committee voted unanimously to propose to the Board of Selectmen to approve a Town Administrator position. They proposed that this new position would help solve some current and future problems; be smoother for employees and citizens; and create a level of professionalism. The Committee would put together a warrant article and present the findings at Town Meeting. Harry Dailey made a comment. He said the Committee voted to put a warrant article before the tax payers, they did not recommend to hire a Town Administrator. Selectman Williams rephrased his statement. It would make sense to have the citizens decide at Town Meeting.

There was additional discussion with group members giving their input, including how other Town Administrators were saving money by doing joint purchasing or getting grant money. Chairman Swanson said the Committee came back with a strong recommendation with a unanimous vote; this from a group who hadn't had their minds made up when they began. He thanked the group.

Selectman Condra stated that he is still not convinced we need a Town Administrator but he is willing to listen to the Committee. He is in agreement that the decision should be made by the voters. He stated that everything in the documents seem like it's a viable option that would benefit the Town; he is just skeptical as to whether we need it. When asked if the Committee had a salary to present, Kermit said it will depend upon experience; he has seen them in the \$40-80k range. This will be the next step for the Committee. Jackie said that it needs to be a full time position.

**Motion:** Chairman Swanson made a motion to accept the recommendation of this advisory committee and empower them to keep on working and to come up with a warrant article. There was some discussion to which Selectman Williams answered "yes" our committee proposes that the Town put a warrant article in front of the voters at the next Town Meeting to hire a Town Administrator and the committee is offering to make the presentation to the voters. Chairman Swanson restated the motion.

**Motion:** He made a motion to accept the recommendation of the Committee to put a warrant article in front of the voters at Town Meeting to consider the issue of hiring a Town Administrator and the Selectmen empower the committee to continue with that process. Selectman Condra seconded the motion, followed by a unanimous vote with all in favor. Motion carries.

Chairman Swanson thanked the committee. Cary stated that he will not be continuing with the Committee due to the commitments of the Budget Committee but he appreciated the opportunity and strongly supports the Committee's recommendation. Selectman Williams thanked Cary. Selectman Condra stated that he voted in favor of taking this to the voters, but it would have been a 2 to 1 vote if the decision to hire a Town Administrator had been up to the Board of Selectmen. Chairman Swanson encourages the committee to find another member to keep the committee at 7 members.

An economic development discussion was next. Chairman Swanson wanted to make sure that they were following through on the three items on the to-do list: Survey, SWOT Committee, and interview local businesses. Chairman Swanson contacted Andre Garron from UNH Cooperative Extension who had consulted with Amherst and Milford. His process normally charges \$2,500 to develop a task force to do the work, survey businesses, and suggest 3-5 projects for implementation. He will meet with the Selectmen if the Board is interested. Selectman Williams said it is worth talking about but the fee is significant. Chairman Swanson will call for his availability. Selectman Williams suggested that the Selectmen should still pursue interaction with local business owners. They divided up the businesses as follows:

Selectman Williams – Roam Café, WHOP, Label Art, Local Share, and 101 Treasures.  
Selectman Condra - C&S Pizza, Burbak, Nelson's Candy, and Cropoholics.  
Chairman Swanson – Color Shop, Hilltop Café, and Kimball Physics.

The plan is to get this part of the project done by the first of year. Chairman Swanson will invite Andre. Selectman Williams will contact NRPC to get results from the survey.

#### **Discussion Items:**

Selectman Condra discussed the 30 hour per week employee benefits item. He explained that the Library employees purchase health insurance through the Town's policy and that to be eligible a Library employee is considered full time if they work 30 hours per week. Whereas to be eligible as a Town employee you must work 40 hours per week. He asked if this was capricious enforcement of our policy on health benefits. He noted that there is one person in a position within the Town who is scheduled to work 20-25 hours per week but routinely works over 30 hours per week. If we provide benefits for an employee working 30 hours per week should this employee qualify? He wonders if it could become a Labor Board issue if we are treating our employees differently. Discussion ensued. Chairman Swanson asked if a Library employee can be treated differently than a Town employee. He suggested a change to Wilton's policy to make it a different threshold. Harry Dailey stated that the Affordable Care Act says any employee who consistently works over 30 hours shall be offered insurance. No one was sure how the Affordable Care Act applies to municipalities. Selectman Williams said NHMA could answer that question. Selectman Condra is concerned that the same health plan is administered in a different fashion. Chairman Swanson stated that the Library is governed by a different Board. Then the discussion turned to why a job that is classified at 25 hours per week is consistently charging 30+ hours per week. This should be handled in the budget process. Selectman Condra suggested to reevaluate and redefine that position. Selectman Williams suggested that the department should have another line item for those hours as a way to deal with the flexibility. Chairman Swanson will work on getting resolution with that issue in the budget process. He would like to discuss the notion of going to 30 hours as being the threshold for health insurance. Administrative Assistant Pam Atwood was asked to call Healthtrust or NHMA to get answers to these questions.

#### **Old/New Business:**

Joe Torre would like to discuss the Library drainage overage situation. He stated that the citizens voted on an appropriation of \$48,000, then he gave the total of the invoices for this project. Joe said no one has the authority to approve any additional expenditure. He stated RSA numbers and explained them. RSA 32:11 is the only appropriate one that allows payment above an appropriation and it must be approved prior to that work being done. The Board of Selectmen must request that authority and it must be done before approving the additional expenditure. He doesn't think the Town is obligated to pay the additional money. Selectman Williams read RSA 32:10 which says you can transfer money from one area to another. He also read RSA 32:11 which deals with over expenditures when it's beyond the budget that the Town has approved. Joe agreed with this interpretation. However, Selectman Williams stated, the Selectmen aren't happy that the Library didn't come to us and ask for our participation. He stated that the items were things that needed to be fixed. Joe asks who delegated Mr. Shanklin to spend additional money, and is he authorized by the Town to make that decision? Joe thinks it could have been handled in a more proper way. Are the Library Trustees responsible for the overage? Maybe they need to find some other funding. Tom Schultz asked when the presentation was given to the Selectmen; the answer was after the work was done.

Budget Committee member Harry Daily stated that you cannot exceed the amount appropriated in a warrant article, which is different for money appropriated in a budget line; which is also different than

taking budget money to pay for overage on a Warrant Article. Harry also stated that they will run into trouble if all the departments spend all of their budgets. Selectman Williams said that we typically lapse \$350,000 back into fund balance. Harry asked if the Library is a Town department; they are either separate or they are all together. Selectman Williams said the Library is an organization that does its work in a Town building. Who is responsible to fix a town building? That's why Selectman Williams voted for it; we should be responsible for Town buildings, he stated.

Joe Torre agreed with the Town building responsibility but he suggested the Selectmen take a look at their Department Heads who would not do that. Even Wilton Water Works does not have the authority to obligate the Town for something they haven't approved yet. He doesn't see how the Library has the authority to spend more money. Selectman Williams agreed that they don't, but they agreed that because it's a Town building they would cover it to save the building. Harry suggested that they use some of the money in their Trust. He said this topic will come up with the Budget Committee. There was further discussion about the Library trust Fund money. Chairman Swanson asked if the Selectmen wanted to reconsider this as valid comments have been made. Selectman Condra stated that he did not know about one million in a Trust but they also are not aware of the restrictions on the Trust. He feels the Board made a reasonable decision and he stands by it. Selectman Williams believes the expenditures were appropriate and he would stand by the decision but they need to find where to source the money from. Chairman Swanson Board stated that the Board does not want to reconsider the question. Chairman Swanson stated that he is sure it's not the last they will hear on this topic. He thanked Joe.

The bill from Jasper Electric was discussed. The charges should be charged against the warrant article for the Town Hall because the charges are related to the new thermostats. Ask Dennis if his heat is working. If it is pay the bill.

Before paying Ryman's bills find out where the extra money is to come from. Selectman Williams thinks they have to transfer from some other line item. Find where's there is extra money to use/transfer. Chairman Swanson suggested waiting for a couple weeks to pay them.

The Selectmen would like to have Welfare Director Andy Clifford report to them on his requested software package. Selectman Williams thinks the Town Hall and Town Clerk's budgets should have a line item for computer software maintenance.

A motion was made to adjourn the meeting at 9:30 P.M. by Selectman Condra, seconded by Selectman Williams, followed by a vote with all in favor.

Respectfully submitted;

Pamela L. Atwood,  
Recording Secretary

---

Richard E. Swanson, Chairman

---

Kermit R. Williams

---

William F. Condra

---

Date Signed